



## District Facilities Advisory Committee (DFAC) Minutes

**Date | time** 2.20.24 | 1:00 PM | **Location** Santa Rosa (Bertolini Senate Chambers) |

**Zoom Option** <https://santarosa-edu.zoom.us/j/89350780832?from=addon>

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### Members

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Stephanie Avellaneda, Robert Brownlee, K Frindell Teuscher, Benjamin Goldstein, Stephanie Jarrett, Tara Johnson, Kate Jolley, Mason Koski, Jason Kostic, Hank Lankford, Peter Levelle, David Liebman, Linda Maloney, Sarah Martin, Theresa Richmond, Javier Rodriguez Aguilera, Tina Rosenberg, Glen Salazar, Logan Warren, Cheri Winter

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### Item

1. Introduction of Members

Members introduced themselves.

2. [Committee Charge Review](#)

The charge of the District Facilities Advisory Committee (DFAC) was reviewed.

3. Agenda Review

The DFAC agenda was reviewed. The DFAC will only be meeting twice for the rest of the academic year, today (February 20), and then on Tuesday, April 16, due to Spring Break in March and finals week in May. It was recommended that an item be added to create an Access Subcommittee (Item 7).

4. Member Announcements, Questions, Issues and Concerns

Haehl Pavilion was rekeyed with electronic key card access, which caused issues since the building was still keyed traditionally and not fully electronic.

The need to increase access to gender neutral restrooms around campus was brought up. This topic will be added to the April 16 DFAC agenda.

There was a comment that the Bertolini Senate Chambers isn't accessible and has limited space. There would need to be additional discussion since it would require the need to

relocate several groups (Academic Senate, Classified Senate, Student Government).

Adaptive PE is tracking the usage of the disabled parking spaces to gauge usability and hopefully convert some of those spaces back for student/staff use in the future.

There was a concern about the amount of glass in the Lindley Center for STEM Education. The scale of the glass in the classrooms and offices throughout the building raises concerns about privacy, work distraction, and safety. There were several possible solutions proposed.

The possibility of changing the timing of the DFAC meetings for the next academic year was suggested, however all meetings are conducted according to the District committee calendar and it would require approval from College Council to change.

#### 5. [DRAFT Space Allocation Request / Process](#)

Priorities for the Space Allocation process were established and the process for submitting requests was reviewed.

It was suggested that there should be wider oversight for District notifications sent by different departments, to minimize the possibility of important details getting overlooked.

Some spaces weren't designed to be office spaces, falling outside the scope of current District security standards and requiring access card reading wiring, which raises the cost for the changes.

It was asked if in the allocation process, the VPs would like to add the language for cap load ratio as it pertains to Title 5, because that's how the State sees how we utilize our spaces?

Some departments feel ownership of their particular work areas and spaces, so it would be ideal that District notifications are broad. Also, some groups want to use conference rooms in certain buildings or areas of the District exclusively for their programs. It was suggested that the District work with unions when coordinating space allocation.

If there are any further comments, DFAC members should let Kate know.

#### 6. PRPP Minor Facilities Requests – [pdf](#) / [excel](#)

With the consolidation of the previous Institutional Planning Council into the Planning and Budget Council, minor facilities requests submitted in the PRPP did not have a formal place to review them. As part of the development of the DFAC, it was determined that this committee will now have the review and recommending process in its charge. The role of DFAC is to provide a prioritization for the District to integrate as resources allow. A former iteration of the DFAC asked to go back to the areas who submitted requests to check if they are still relevant; feedback was received on half of them, so half of the requests were updated and the others were left as they are. Anything other than the urgently needed was taken out,

leaving 111 request items.

It was suggested that the DFAC follow-up with the 50% of the people who didn't respond to see if their requests are still needed; it was also suggested to maybe take this to the DCC/IM, so that everyone is aware. There's also the need to look at these in parallel with the ADA Transition Plan.

Creating a rubric was suggested as part of the solution to prioritize. Once the rubric is created, the project list can be narrowed down. David, K, Javier, Tara, Benjamin, Logan, and Kate will meet to work on the rubric and then share with the rest of the DFAC members before the 4/16 meeting. Safety will be the #1 concern when creating the rubric and not the dollar amount listed in the PRPP since it may not include all actual costs of the project.

Another idea was to create categories of cost level to help save time. These could then be used to know how many of the high-cost, medium-cost, and low-cost requests to do in a given year.

Another factor discussed was resources. The final project list depends on what FacOps can fit in to their work schedule and budget. PRPP Minor Facilities Requests typically are covered from the FacOps budget, which is already overstretched. FacOps projects don't have an assigned PM, so Hank, David, Tim or the trades manage them so workload is also a factor.

Safety items should be entered through the Work Order process and not through the PRPP process, so they can be reviewed right away. FacOps prioritizes fire life safety, loss of property risk, etc., some of which match how the State prioritizes Scheduled Maintenance.

Once the DFAC has approved the rubric, it will be shared with the PRPP users. Going into the future, VPs will need to rank requests within their domains. Finance and Administrative Services would then apply the prioritization rubric and bring it to the DFAC.

#### 7. DFAC Access Subcommittee

Since the DFAC has a large charge, it was decided to create a DFAC Access Subcommittee that will be able to respond swiftly to accessibility concerns. The subcommittee can also oversee the implementation of the ADA Transition Plan. Stephanie J, Hank, Tina, Tara, and Benjamin offered to be a part of the subcommittee. The ADA Transition Plan will be presented at a future meeting.

#### 8. Proposed Agenda Items for next meeting – April 16

All Gender Restrooms – FacOps and Custodial conducted an audit of the District restrooms to see what can be converted to all gender restrooms; FacOps included on their [website a list](#) of the “all gender restrooms” in the District. At the next DFAC meeting, the committee will discuss moving forward with having various types of restrooms: “all genders,” “men’s” and “women’s.” The District will have to work on the redesign of restrooms and not just place a neutral sign on the doors. We can identify a couple of good spaces where

we are comfortable having all gender restrooms. The 1<sup>st</sup> floor of Emeritus was suggested as a good starting point. There was a discussion about ensuring the college community is aware of the list and where else it could be located, including the Queer Resource Center and that they should be marked on maps. The District will need to factor in the cost of renovating the restrooms since it will vary from space to space and currently there is no money allocated.

9. Measure H and Facilities Operations Project Updates

The PowerPoint presentation with Measure H and Facilities Operations Project Updates for the February meeting of the Board of Trustees is on BoardDocs if any committee members would like to review.

*Meeting Dates*

**Spring 2024**

~~February 20~~

~~March 19 (Spring Break)~~

April 16 (Final DFAC meeting for  
the academic year)

~~May 21 (Finals Week)~~